

## Examples of Local Historic District Applications



# HISTORIC DISTRICT DESIGNATION INFORMATION PACKET AND NOMINATION APPLICATION

## HISTORIC AND CULTURAL LANDMARKS COMMISSION

PLANNING AND DEVELOPMENT DEPARTMENT  
200 TEXAS STREET  
FORT WORTH, TEXAS 76102

817-392-8574  
817-392-8016 (Fax)

Thank you for your interest in preserving the historic resources of the City of Fort Worth. We hope this information packet will make this application process as easy as possible for you.

### **When do I apply?**

Historic Designation applications are due in the Planning and Development Department the third (3<sup>rd</sup>) Monday before the next scheduled Historic & Cultural Landmarks Commission (HCLC) public hearing. The HCLC meets the second (2<sup>nd</sup>) Monday of each month at 2:00PM in Council Chambers located on the second (2<sup>nd</sup>) floor of City Hall at 1000 Throckmorton. (A schedule of meetings and deadlines can be found on the last page of this information packet)

### **What is an overlay district and how do I qualify?**

#### **City Zoning Ordinance-Chapter 4, Article 5: Historic Preservation Overlay Districts**

“Designation of a structure, site or area by the City Council as “HSE”, “HC”, or “DD” is intended as a zoning overlay which supplements the primary underlying zoning district classification. The permitted uses of the property shall be determined and controlled by the use regulations set forth for the primary zoning district classification for the property.”

#### **Criteria for Designation:**

The criteria determining whether sites or structures qualify for designation, sites or districts seeking designation should meet at least 3 of the following criteria:

1. Is distinctive in character, interest or value; strongly exemplifies the cultural, economic, social, ethnic or historical heritage of the City of Fort Worth, State of Texas or the United States
2. Is an important example of a particular architectural type or specimen in the City of Fort Worth
3. Has been identified as the work of an important architect or master builder whose individual work has contributed to the development of the City of Fort Worth
4. Embodies elements of architectural design, detail, materials or craftsmanship which represent a significant architectural innovation, including, but not limited to:
5. Bears an important and significant relationship to other distinctive structures, sites or areas, either as an important collection of properties of architectural style or craftsmanship with few intrusions, or by contributing to the overall character of the area according to a plan based on architectural, historic or cultural motif
6. Possesses significant archeological value, which has produced or is likely to produce data affecting theories of historic or prehistoric interest
7. Is the site of a significant historic event
8. Is identified with a person or persons who significantly contributed to the culture and development of the City of Fort Worth, State of Texas or the United States
9. Represents a resource, whether natural or man-made, which greatly contributes to the character or image of a defined neighborhood or community area
10. Is designated as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places

### **How is my property nominated for designation?**

Property may be nominated for designation as Highly Significant Endangered (HSE), Historic and Cultural Landmark (HC), or Demolition Delay (DD) by the City Manager, City Council, Historic and Cultural Landmarks Commission, the owner or the owners authorized representative. Nominations shall be submitted to the Historic Preservation Officer. Nomination by the City Council or the Historical and Cultural Landmarks Commission shall be in the form of a resolution requesting that the Historic Preservation Officer submit the nomination to the Historical and Cultural Landmarks Commission. Nomination by the City Manager or the owner shall be by completion of a nomination form promulgated by the Planning and Development Department. No nomination fee shall be charged. A nomination for designation of an area as a Historic and Cultural Landmarks District submitted by the property owners must be signed by the property owners representing fifty percent (50%) or more of the individual tracts, parcels or platted lots to be located within the boundaries of the proposed district, and fifty percent (50%) or more of the land area to be located within the boundaries of the proposed district. Two or more platted lots developed together shall be counted as one lot. Each vacant platted lot of sufficient size to be developed under the current zoning designation for the property shall be counted as one lot.

### **What types of overlay districts are there and how are they different?**

#### **Historic and Cultural Landmark District (HC)**

1. Two or more structures or sites satisfy 3 or more of the above criteria.
2. The Landmarks Commission must approve new construction, additions, and other exterior changes to individual properties and to the district as a whole.
3. Individual properties can qualify for a 10 year tax freeze at the assessed value of the land and improvements for the year previous to the application date, if the rehabilitation requirements are satisfied.
4. Owners of at least 50 percent of the property area and 50 percent of the parcels must be in support of the designation.
5. When application is made for the designation of a historic district, the owners shall submit within 60 days of designation a set of proposed design guidelines following the principles set forth in the Secretary of the Interior's Standards for Rehabilitation. The applicants shall prepare the guidelines with the assistance of the Historic Preservation Officer. Please call (817) 392-8012 for more information about establishing design guidelines for your district.

### **How will I know when the nomination will be heard?**

Upon receipt of a nomination, the Historic Preservation Officer or designee shall prepare a notice of nomination, which shall be mailed to each individual owner of the property within such district by certified mail, return receipt requested, at least ten (10) days prior to the Historical and Cultural Landmarks Commission hearing. The notice shall include the following:

1. Description of structure or site proposed for nomination (provided by applicant)
2. Proposed category of protection and criteria on which the nomination is based (provided by applicant)
3. Description of the benefits, restrictions, and other terms of the proposed designation, including without limitation tax incentives and restrictions on demolition and rehabilitation
4. Time, place, and date of the public hearing by the Historical and Cultural Landmarks Commission
5. Statement of the stay of actions
6. Form on which the owner may explain the reasons why the nomination should be approved or denied.

## **What is permitted and not permitted on my property after a nomination is filed?**

### **Stay of Actions After Nomination:**

1. Interim Controls. The Commission finds that immediate temporary controls prohibiting alteration, demolition, or relocation of properties for which a notice of nomination as HSE, HC, or HC Landmark District has been mailed, and prohibiting demolition or relocation of structures for which a notice of nomination as DD has been mailed are required.
2. HSE/HC Landmarks District. All permits for construction, repairs, alterations, additions, stabilization, restoration, rehabilitation, demolition, or relocation of any building, object or structure on the property shall be subject to the Certificate of Appropriateness requirements contained in Section 4.507 for a period of 135 days or until the proposed designation is denied whichever occurs first. If the proposed designation is approved, the property shall be subject to all Certificate of Appropriateness requirements applicable to such designation. Permits obtained for property before notices of nomination are mailed shall not be subject to interim controls or the Certificate of Appropriateness requirements.
3. Demolition Delay. After mailing notice of nomination, all permits for demolition or relocation of any building, object or structure on the property shall be subject to the Certificate of Appropriateness for a period of 135 days or until the proposed designation is denied, whichever occurs first. In the event that the proposed designation is approved, the property shall be subject to all Certificate of Appropriateness requirements applicable to Demolition Delay properties. Permits requested before the notice of nomination is mailed are not subject to the interim controls or the Certificate of Appropriateness requirements.

### **How does the process work?**

#### **Step 1: Application guidelines**

Upon submission of the completed application, you will be placed on the next scheduled Landmarks Commission meeting as a public hearing action item. Incomplete applications will not be accepted or forwarded to the Landmarks Commission for action. A completed application will consist of a description of the district, criteria for designation (for at least two properties), address and legal description for each property as well as the signatures of the owners of 50% of the area and 50% of the parcels, tracts or lots to be included in the district. All this information is indicated on the following form.

#### **Step 2: Historic and Cultural Landmarks Commission Hearing**

The hearing shall be heard within 45 days after the application is filed, or as soon thereafter as is reasonably practicable. The Historic and Cultural Landmarks Commission may delay the hearing for a reasonable time if the Commission finds that all parties who have an interest in the structure or property are not present or that additional information is needed by the Historic and Cultural Landmarks commission in order to evaluate such application. At the Historic and Cultural Landmarks Commission's public hearing, the owner or owners, interested parties, local preservation groups and technical experts may present testimony or documentary evidence which will become part of a record regarding the historic, cultural, architectural or archeological importance of the structures or property.

#### **Step 3: Zoning Commission**

Upon recommendation of the HCLC, the proposed designation shall be submitted to the Zoning Commission. The Zoning Commission shall give notice and conduct its public hearing on the proposed designation within 45 days of the receipt of such recommendation from the HCLC, or as soon thereafter as is reasonably practicable.

#### **Step 4: City Council Hearing**

The City Council shall give notice and conduct its hearing on the HCLC's recommendation concerning the proposed designation within 45 days of receipt of the recommendation of the Zoning Commission, or as soon thereafter as is reasonably practicable.

**Step 5: Design Guidelines**

Within 60 days of the designation, design guidelines must be submitted to the Landmarks Commission for the district. They should be based on the Secretary of the Interior’s Standards. Either a lengthy written description of each structure or a photo and a brief description of each structure should be included as part of the guidelines. This is required to establish a baseline from which future design changes will be evaluated.

**Historic and Cultural Landmarks Commission meeting dates and application deadlines:**

<i><b>2016 HCLC Meeting Dates</b></i>	<i><b>Application Deadline</b></i>
January 9.....	December 19
February 13.....	January 17
March 13.....	February 20
April 10.....	March 20
May 8.....	April 17
June 12.....	May 15
July 10.....	June 19
August 14.....	July 17
September 11.....	August 21
October 9.....	September 18
November 13.....	October 16
December 11.....	November 20



HISTORIC DISTRICT NOMINATION APPLICATION
HISTORIC AND CULTURAL LANDMARKS COMMISSION

PLANNING AND DEVELOPMENT DEPARTMENT
200 TEXAS STREET
FORT WORTH, TEXAS 76102

817-392-8574
817-392-8016 (Fax)

HISTORIC PROPERTY

Historic or Common Name (if any):
Streets & Number Ranges:
City: State: Zip Code:
Number of Contributing Properties: Number of non-Contributing Properties:
Verbal Description of Boundaries:

ADDITIONAL DOCUMENTATION INCLUDED:

Maps Site Plan Photographs
Other:

CRITERIA FOR DESIGNATION

- 1. Distinctive in character, interest or value; strongly exemplifies the cultural, economic, social, ethnic or historical heritage of the City of Fort Worth, State of Texas or the United States.
2. Is an important example of a particular architectural type or specimen in the City of Fort Worth.
3. Has been identified as the work of an important architect or master builder whose individual work has contributed to the development of the City of Fort Worth.
4. Embodies elements of architectural design, detail, materials or craftsmanship, which represent a significant architectural innovation
5. Bears an important and significant relationship to other distinctive structures, sites, or areas, either as an important collection of properties or architectural style or craftsmanship with few intrusions, or by contributing to the overall character of the area according to the plan based on architectural, historic or cultural motif.
6. Possesses significant archeological value that has produced or is likely to produce data affecting theories of historic or prehistoric interest.
7. Is the site of a significant historic event.
8. Is identified with a person or persons who significantly contributed to the culture and development of the City of Fort Worth, State of Texas or the United States.
9. Represents a resource, whether natural or man-made, that greatly contributes to the character or image of a defined neighborhood or community area.
10. Is designated as a Recorded Texas Landmark or State Archeological Landmark, or is included on the National Register of Historic Places.

Use a separate piece of paper to discuss how the proposed district meets each selected Criterion with special emphasis on how two of the properties meet at least three of the ten Criteria.

**NOMINATION**

For designation as Historic and Cultural Landmark, two properties must meet 3 of 10 Criteria for Designation.  
**PROPERTY OWNERS OF AT LEAST 50% OF THE AREA AND 50% OF THE INDIVIDUAL TRACTS, PARCELS OR PLATTED LOTS INCLUDED IN THE PROPOSED DISTRICT MUST SUPPORT THE NOMINATION.**

The following properties are nominated for designation as a Historic and Cultural District (provide a general description of the area in the space below. Continue on a separate sheet if necessary.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**DESCRIPTION OF THE DISTRICT PROPOSED FOR NOMINATION**

Must include a brief discussion of the history and physical characteristics of the proposed district that make it eligible for designation. Please discuss how the property meets each selected Criterion. It is recommended that each Criterion be addressed individually. Continue on a separate sheet if necessary.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**SIGNATURE OF PROPERTY OWNER**

Please complete for each property in the proposed district. The property owner must sign the acknowledgment statement for each property. (This form may be reproduced.)

Owner's Name \_\_\_\_\_

Telephone \_\_\_\_\_

Street address: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Agent's Name (if any) \_\_\_\_\_

Telephone \_\_\_\_\_

Street address: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

\_\_\_ Property is not subdivided according to the County Deed Records  
Vol. \_\_\_\_\_, Page \_\_\_\_\_.  
It is shown as Tract \_\_\_\_\_ of the \_\_\_\_\_ Survey, City Tax Records.

\_\_\_ A metes and bounds description and a sketch map locating property so described are attached.

\_\_\_ Property is subdivided as below described:  
Subdivision name \_\_\_\_\_  
Block \_\_\_\_\_, Lot(s) \_\_\_\_\_; Block \_\_\_\_\_, Lot(s) \_\_\_\_\_;  
Block \_\_\_\_\_, Lot(s) \_\_\_\_\_; Block \_\_\_\_\_, Lot(s) \_\_\_\_\_;

Total land area contained herein, not counting streets or alleys, is \_\_\_\_\_ acres/sq. ft.

Current zoning of this property: \_\_\_\_\_

Current use of this property:  
\_\_\_ Single Family Dwelling      \_\_\_ Apartments      \_\_\_ Duplex  
\_\_\_ Commercial      \_\_\_ Industrial      \_\_\_ Other: \_\_\_\_\_

I \_\_\_ support / \_\_\_ oppose the application to place a Historic and Cultural Overlay District on my property.

I understand the benefits and restrictions associated with the proposed designation including restrictions on demolition and rehabilitation. I also understand that a public hearing regarding the proposed designation will be held in front of Historic and Cultural Landmarks Commission. I am entitled to be heard at that time in support or opposition of the designation. In the event that I am dissatisfied with the decision of the Commission, I am entitled to appeal to City Council within 10 days of the Historic and Cultural Landmarks Commission hearing.

Signature of owner: \_\_\_\_\_



**STAFF WILL COMPLETE FROM HERE DOWN**

**CERTIFICATION**

Date application submitted: \_\_\_\_\_.

As the Historic Preservation Officer for the City of Fort Worth, I certify that the nomination for historic district designation \_\_\_meets / \_\_\_does not meet the Criteria for Designation as set forth in Chapter 4, Article 5 of the Comprehensive Zoning Ordinance.

I recommend / do not recommend these properties be approved for designation as Historic and Cultural Landmark District.

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Date

**RECOMMENDATIONS**

**Recommendation by Historic and Cultural Landmarks Commission:**

Date of Public Hearing: \_\_\_\_\_      \_\_\_ Approval      \_\_\_ Denial

Decision is as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Recommendation by Zoning Commission:**

Date of Public Hearing \_\_\_\_\_      \_\_\_ Approval      \_\_\_ Denial

**Decision by Fort Worth City Council:**

Date of Public Hearing \_\_\_\_\_      \_\_\_ Approval      \_\_\_ Denial



# HISTORIC DISTRICT NOMINATION FORM 'B'

Please read instructions before filling out this form.

Please type or print all entries and complete all sections – indicate N/A if not applicable.

## 1. NAME OF PROPOSED DISTRICT

historic name(s)

common or current name(s)

\_\_\_\_\_  
\_\_\_\_\_

## 2. DISTRICT LOCATION and LEGAL DESCRIPTION

General description of proposed district boundaries:

(ie. roughly bounded by 5<sup>th</sup> Street to the north, mid-block of 8<sup>th</sup> and 9<sup>th</sup> Streets, then from Indiana Street on the west to the M.K. & T. Railroad right-of-way on the east.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any deed restrictions apply to properties within the district? \_\_\_\_\_ Yes \_\_\_\_\_ No

*IF yes, please outline on a continuation sheet.*

## 3. OWNER(S) OF PROPERTY

**A). List all properties in the proposed district** by address, including name of owner and indicate which properties are contributing or noncontributing. Please number the properties and include them in a District Sketch Map of the proposed area for designation. (*Refer to Continuation sheets – Appendix C*)

### **B). Property Owner Response Forms:**

Approved Property Owner Response Forms (*Refer to Appendix D*) that provide a minimum of **75%** signature consent/support by the property owners in the area of designation along with the required filing fee must be submitted prior to consideration by the City Landmark Commission as a complete application.

## 4. TAX ASSESSMENTS

***For Items #2, #3, and #4, please attach the Wichita County Appraisal District records for each property within the proposed district.***

## 5. CLASSIFICATION

Zoning Classification: \_\_\_\_\_

Any Proposed Structures, Buildings, or Sites Currently Designated? \_\_\_ Yes \_\_\_ No

**IF yes, are they:** \_\_\_\_\_ National date      /      /       
 \_\_\_\_\_ State Marker date      /      /       
 \_\_\_\_\_ Wichita Falls Landmark date      /      /     

**Please list those properties that have individual designations:**

Property Address:

Type of Designation:

---

---

---

---

---

---

---

---

---

---

---

**Present Use Within Proposed District:**

Please check all that apply to the proposed district.

_____ Commercial	_____ Park
_____ Arts / Entertainment	_____ Private Residence(s)
_____ Educational	_____ Scientific
_____ Museum	_____ Transportation
_____ Industrial	_____ Medical / Health
_____ Military	_____ Other: _____
_____ Communications	_____
_____ Religious	_____
_____ Community Development	_____
_____ Exploration / Settlement	_____

**6. NUMBER OF RESOURCES WITHIN THE PROPOSED DISTRICT**

Number of properties that are contributing: \_\_\_\_\_

Number of properties that currently are noncontributing: \_\_\_\_\_

**7. PHYSICAL DESCRIPTION**

**Architectural Classification(s):**

---

---

---

---

---

---

---

---

---

---

**Primary Exterior Building Materials, Foundation, etc.**

---

---

---

---

**Description of the present and original (if known) physical appearance:**

*Please use a continuation sheet to describe the proposed district.*

---

---

---

---

---

---

---

---

**8. SIGNIFICANCE**

In order to be considered as a historic district, it must meet at least one of the following criteria:

**A) Historic:**

1. \_\_\_Area has significant character, interest, or value as part of the development, heritage or cultural characteristic of the city, state or nation; or is associated with the life of a person significant in the past; or
2. \_\_\_Area represents a historic event with significant effect upon society.

**B) Cultural:**

1. \_\_\_Area exemplifies the cultural, political, economic, social or historic heritage of the community; or  
or
2. \_\_\_Area represents an aspect of community sentiment or pride.

**C) Architectural and Engineering:**

1. \_\_\_Representative of an era in history characterized by a distinctive architectural style; or
2. \_\_\_Embodies specific, distinguishing characteristics of an architectural or engineering type; or
3. \_\_\_Representative work of a designer or 'master' whose work has significantly influenced the development of the community; or
4. \_\_\_Contains elements or design, detail, material or craftsmanship which represent a significant innovation; or
5. \_\_\_Represents an architectural style, detail or other element in danger of becoming extinct.

**D) Archaeological:**

1. \_\_\_Important to history or pre-history based on physical evidence yielded or may be likely to yield from within the area.

**E) Geographical:**

1. \_\_\_Owing to its unique location or physical characteristics, represents an established and familiar visual feature of a neighborhood or the city.

Briefly explain each area of significance. Number each response to correspond to the item checked.  
Attach a continuation sheet if necessary.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Period of Significance:** \_\_\_\_\_

**Architects / Builders:** Please list contributing architects and builders, if known:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. GEOGRAPHICAL DATA**

Number of properties: \_\_\_\_\_  
Acreage of proposed district: \_\_\_\_\_

**10. SOURCES OF INFORMATION & BIBLIOGRAPHICAL REFERENCES**

---

---

---

---

---

---

---

---

---

---

**11. FORM PREPARED BY**

name / title: \_\_\_\_\_

agency \_\_\_\_\_

address \_\_\_\_\_

phone & fax no. \_\_\_\_\_

email address \_\_\_\_\_

**12. NEIGHBORHOOD ASSOCIATION / PRESERVATIONIST**

**Neighborhood Preservation Liaison:**

name: \_\_\_\_\_

address: \_\_\_\_\_

phone & fax no. \_\_\_\_\_

email address: \_\_\_\_\_

**FOR LANDMARK COMMISSION USE ONLY:**

previous nomination for local designation (date): \_\_\_\_\_

reason not designated: \_\_\_ criteria not met \_\_\_ unacceptable physical condition

recommendation of Landmark Commission: \_\_\_ eligible for local designation

\_\_\_ ineligible on basis of information at this time

\_\_\_ eligible on condition of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Council Action:** designated as a Wichita Falls Historic District \_\_\_\_\_

ordinance number \_\_\_\_\_

date \_\_\_\_\_

**APPENDIX C**

**Continuation Sheets**



**HISTORIC DISTRICT NOMINATION FORM  
CONTINUATION SHEET**

---

Form Title: \_\_\_\_\_

Section Number: \_\_\_\_\_

Page: \_\_\_\_\_

# APPENDIX D - PROPERTY OWNER RESPONSE FORM

## HISTORIC DISTRICT NOMINATION

---

To have your comments presented to the Landmark Commission and considered in their review of the application, please, return this form to the address at the bottom of this page.

### Application to Nominate the proposed area for Historic District Designation

If this historic designation is approved, we the undersigned, are aware, that the City has recognized the district worthy of protection and preservation, and, as such, any plans for improvements or exterior modifications to any property within the district other than ordinary repair and maintenance must be reviewed and approved through the Design Review process with the Landmark Commission.

**Please indicate (with an 'X') if you are:**

In Favor                       Opposed                       No Opinion

**Note: Please provide additional written comments in order to assist the Landmark Commission understand your concerns.**

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Signature (owner or authorized representative)

\_\_\_\_\_  
Date

*Please provide us with your daytime phone number:* \_\_\_\_\_

*Please indicate below your name and address:*

**RETURN TO:**



# TALLY SHEET - Property Owner RESPONSE Form

Name of Property Owners	Property Address	Telephone No.	In Favor	Opposed	No Opinion
-------------------------	------------------	---------------	----------	---------	------------

The following tally of property owner(s) of property within the proposed area for designation have filed Property Owner Response Forms stating their opinion either In Favor, Opposed or No Opinion regarding the nomination of the proposed area as a *Wichita Falls Historic District* with the City of Wichita Falls Landmark Commission and City Council.


(If additional tally pages are necessary, please make copies of this sheet.)

# Examples of Local Historic Landmark Applications



## Application for Landmark Status Historic Preservation Board

Application fee \$50.00 \_\_\_\_\_

Transaction Code 138.00

### Property Information:

Name of Resource: Historic name \_\_\_\_\_

Current name \_\_\_\_\_

Address/Location: \_\_\_\_\_

Historic Use: Residential \_\_\_\_ Commercial \_\_\_\_ Current Use: Residential \_\_\_\_ Commercial \_\_\_\_

Total acreage or square footage: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

If moved, date and previous location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

### Applicant Information:

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Name of Applicant (if different than owner): \_\_\_\_\_

Relationship to property: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**Significance of Resource:**

List Applicable Criteria for Designation (see Step 3 of Guide)

Statement of Significance Narrative:

Attach photos and site plan.

IMPORTANT: COMPLETE APPLICATION MUST BE SUBMITTED TO THE HISTORIC PRESERVATION OFFICER AT LEAST 10 BUSINESS DAYS PRIOR TO THE REGULAR MONTHLY MEETING OF THE HISTORIC PRESERVATION BOARD AT WHICH IT IS TO BE CONSIDERED.

THE UNDERSIGNED DO HEREBY ACKNOWLEDGE THAT THEY HAVE READ AND UNDERSTAND THE PROVISIONS OF ORDINANCE NO. 2013-08 AND ITS AMENDMENTS, INCLUDING THE REQUIREMENTS TO OBTAIN A CERTIFICATE OF APPROPRIATENESS BEFORE EXTERIOR ALTERATION, RESTORATION, RECONSTRUCTION, NEW CONSTRUCTION, MATERIAL CHANGE IN APPEARANCE OR MOVING OF A LANDMARK OR PROPERTY WITHIN AN HISTORIC DISTRICT. FURTHERMORE, THE UNDERSIGNED DO HEREBY GIVE THEIR INFORMED CONSENT TO THE DESIGNATION OF THIS PROPERTY AS A HISTORIC LANDMARK.

---

Signature of the Property Owner

Date

---

Signature of Applicant (if different from owner)

Date

**APPLICATION FOR HISTORIC LANDMARK DESIGNATION**

City of Seguin, Main Street Program, P.O. Box 591,  
Seguin, Texas 78156 (830) 401-2448

1. Name of Landmark: \_\_\_\_\_
2. Address of Landmark: \_\_\_\_\_
3. Legal Description: \_\_\_\_\_  
This information can be found on the property tax appraisal
4. Owner Name: \_\_\_\_\_
5. Owner Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
6. HISTORY: A brief history is required and should be attached to this application. The following information should be included, if known:
  - Original owner/builder/architect
  - Subsequent owners
  - Present owner
  - Original and subsequent use of significance
  - Dates of the above
  - Any anecdotes concerning the landmark and/or its owners
  - Photographs – Historic and current
  - General description of the structure
7. I hereby request consideration of the above-described structure/site as a historic landmark according to the provisions of the City of Seguin Historic Landmark Preservation Ordinance. I have read this Ordinance and fully understand its effect on my property. This application shall be considered as my written permission as owner of the above-described property for historic designation by the City of Seguin City Council.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

---

**FOR OFFICE USE ONLY**

Application received by \_\_\_\_\_

Date: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Check No. \_\_\_\_\_

**RECOMMENDATIONS FOR APPROVAL**

HISTORIC DESIGN REVIEW COMMITTEE: Date: \_\_\_\_\_

CITY COUNCIL: Date: \_\_\_\_\_



## **“Mark It, Seguin!”**

**a project of the Seguin Conservation Society and the Main Street Program**

### **FREQUENTLY ASKED QUESTIONS: LOCAL HISTORIC LANDMARK PROGRAM**

Seguin is a unique city with an amazing story to tell about its place in history, its architecture, and its diverse culture. A Local Historic Landmark Program is now in place that will allow this amazing story to be told to our residents and visitors to Seguin.

**What is a Local Historic Landmark Program?** There are several ways to provide official recognition to a historic property. If it meets certain criteria, it may be eligible for a state or national marker approved by the Texas Historical Commission and the National Park Service. When a property has more local relevance or, for some reason, does not meet the stringent requirements for a state or national marker, the property may be eligible for consideration for a Local Historic Landmark designation. A Local Historic Landmark involves the recognition of local historic properties through the use of plaques purchased by the property owner, following an application and review process.

**What are the criteria for designating a property as a Local Historic Landmark?** These criteria include but are not limited to the following:

- Significance in history, architecture, archeology, or culture;
- Association with events that have made a significant contribution to the broad patterns of local, regional, state, or national history;
- Association with the lives of significant historical persons;
- Characteristics of type, period, or method of construction;
- Association with the work of a master designer, builder, or craftsman; or
- Association with an established and visual feature of the City.

**Who decides if my property qualifies as a Local Historic Landmark?** If you qualify for a state or national historic marker, then you automatically qualify for the local marker. Each application will be reviewed by members of the Guadalupe County Historical Commission and the Seguin Conservation Society. Each body will then make a recommendation regarding the application to the City’s Historic Design Review Committee. Seguin City Council will provide the final review and determination. The entire process should be completed in 90-days or less.

**If my property is approved as a Local Historic Landmark, who pays for the plaque?** Property owners are responsible for the purchase of the plaque for their property. While a City tax abatement is not currently available for a local historic marker, properties with a state or national marker are eligible such an abatement.

**What information am I going to need to apply?** In addition to the application itself, some or all of the following information should be provided: surveys, photographs of the property past and present, elevation drawings if available, and any documentation in the way of letters, records or newspaper clippings that help document the history and significance of the property.

**If my property is approved as a Local Historic Landmark does it limit what I can do to my property in the future?** Properties awarded designation as a Local Historic Landmark have a responsibility to help maintain the historic and architectural significance of the property. If a building permit is issued for the property for

work to the exterior then a Certificate of Appropriate Design will be required. This means the construction plans will be reviewed by the Historic Design Review Committee prior to the start of any construction. Upon designation as a Local Historic Landmark the designation shall be recorded in the Real Property Records of Guadalupe County, Texas, the tax records of the City and the Guadalupe County Appraisal District for a nominal fee. Improvements that do not require a building permit are not regulated nor is the choice of color when painting a historic structure. However, professionals are available to provide free design assistance upon request.

**What if I don't maintain my Local Historic Landmark or comply with the requirements of the Historic Design Review Committee?** Failure to comply could result in one of the following: i) removal of any marker identifying the property as a historic landmark; and ii) removal of the historic landmark designation from the County deed records. Most people with a historic property that would apply for a Local Historic Landmark appreciate the need to maintain the integrity of the property and program so it is anticipated that these penalties will rarely be necessary.

**Besides the cost of the plaque, is there a cost to be designated as a Local Historic Landmark?**

At this time there are no fees to receive this designation.

**For more information:** Call 830-401-2448 or send an email to [mainstreet@seguintexas.gov](mailto:mainstreet@seguintexas.gov). Additional information on this program is also available on the City of Seguin web site at [www.seguintexas.gov](http://www.seguintexas.gov). Just click on Main Street and then select Historic Preservation.

4-23-14





# HISTORIC DESIGNATION INFORMATION PACKET AND NOMINATION APPLICATION

## HISTORIC AND CULTURAL LANDMARKS COMMISSION

PLANNING AND DEVELOPMENT DEPARTMENT  
200 TEXAS STREET  
FORT WORTH, TEXAS 76102

817-392-8574  
817-392-8016 (Fax)

Thank you for your interest in preserving the historic resources of the City of Fort Worth. We hope this information packet will make this application process as easy as possible for you.

### **When do I apply?**

Historic Designation applications are due in the Planning and Development Department the third (3<sup>rd</sup>) Monday before the next scheduled Historic & Cultural Landmarks Commission (HCLC) public hearing. The HCLC meets the second (2<sup>nd</sup>) Monday of each month at 2:00PM in Council Chambers located on the second (2<sup>nd</sup>) floor of City Hall at 1000 Throckmorton. (A schedule of meetings and deadlines can be found on the last page of this information packet)

### **What is an overlay district and how do I qualify?**

#### **City Zoning Ordinance-Chapter 4, Article 5: Historic Preservation Overlay Districts**

"Designation of a structure, site or area by the City Council as "HSE", "HC", or "DD" is intended as a zoning overlay which supplements the primary underlying zoning district classification. The permitted uses of the property shall be determined and controlled by the use regulations set forth for the primary zoning district classification for the property."

#### **Criteria for Designation:**

The criteria determining whether sites or structures qualify for designation, sites or districts seeking designation should meet at least 3 of the following criteria:

1. Is distinctive in character, interest or value; strongly exemplifies the cultural, economic, social, ethnic or historical heritage of the City of Fort Worth, State of Texas or the United States
2. Is an important example of a particular architectural type or specimen in the City of Fort Worth
3. Has been identified as the work of an important architect or master builder whose individual work has contributed to the development of the City of Fort Worth
4. Embodies elements of architectural design, detail, materials or craftsmanship which represent a significant architectural innovation, including, but not limited to:
5. Bears an important and significant relationship to other distinctive structures, sites or areas, either as an important collection of properties of architectural style or craftsmanship with few intrusions, or by contributing to the overall character of the area according to a plan based on architectural, historic or cultural motif
6. Possesses significant archeological value, which has produced or is likely to produce data affecting theories of historic or prehistoric interest
7. Is the site of a significant historic event
8. Is identified with a person or persons who significantly contributed to the culture and development of the City of Fort Worth, State of Texas or the United States
9. Represents a resource, whether natural or man-made, which greatly contributes to the character or image of a defined neighborhood or community area
10. Is designated as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places

### **What is the procedure for being nominated?**

Property may be nominated for designation as Highly Significant Endangered (HSE), Historic and Cultural Landmark (HC), or Demolition Delay (DD) by the City Manager, City Council, Historic and Cultural Landmarks Commission, the owner or the owners authorized representative. Nominations shall be submitted to the Historic Preservation Officer. Nomination by the City Council or the Historical and Cultural Landmarks Commission shall be in the form of a resolution requesting that the Historic Preservation Officer submit the nomination to the Historical and Cultural Landmarks Commission. Nomination by the City Manager or the owner shall be by completion of a nomination form promulgated by the Planning and Development Department. No nomination fee shall be charged. A nomination for designation of an area as a Historic and Cultural Landmarks District submitted by the property owners must be signed by the owners of at least 50 percent of the property and 50 percent of the individual tracts, parcels or lots to be located within the boundaries of the proposed district (see District Designation form).

### **What types of overlay districts are there and how are they different?**

**Highly Significant Endangered (HSE)** - A site or structure may be designated as Highly Significant Endangered if it satisfies the following qualifications:

1. It meets five or more of the above Criteria; or
  2. It is determined by the City Council to be threatened by deterioration, damage or irretrievable, irreplaceable loss due to neglect, disuse, disrepair, instability, lack of financial resources and/or impending demolition.
- The nomination for designation shall describe how the structure meets the pertinent Criteria, the existing and proposed use of the structure, any planned stabilization and/or rehabilitation by the property owner, and the nature and degree of endangerment to the structure.
  - A structure designated HSE shall be deemed to be a historically significant site in need of tax relief to encourage its preservation. It can qualify for a 10-15 year exemption on the assessed value of improvements and freeze on the assessed value of the land for the purposed of City taxes.
  - Exterior changes must be approved by the Landmarks Commission through the attainment of a Certificate of Appropriateness for the proposed work.
  - When application is made for the designation, the owner shall submit with the application a set of proposed design guidelines following the principles set forth in the Secretary of the Interior's Standards for Rehabilitation. The applicants shall prepare the guidelines with the assistance of the Historic Preservation Officer. Please call (817) 392-8012 for more information about establishing design guidelines for your property.

**Historic and Cultural Landmark (HC)** - An individual structure or site may be designated as a Historic and Cultural Landmark if it meets three or more of the Criteria:

- Additions and any exterior changes must be approved by the Landmarks Commission through the attainment of a Certificate of Appropriateness for the proposed work.
- Can qualify for 10 year freeze on the assessed value of the land and improvements for the purposed of City portion of ad valorem taxes.
- When application is made for the designation, the owner shall submit with the application a set of proposed design guidelines following the principles set forth in the Secretary of the Interior's Standards for Rehabilitation. The applicants shall prepare the guidelines with the assistance of the Historic Preservation Officer. Please call (817) 392-8574 for more information about establishing design guidelines for your property.

**Demolition Delay (DD)** - A structure may be designated Demolition Delay if it satisfies one or more of the following qualifications:

1. It meets 2 or more of the above criteria
  2. Is designated as a Recorded Texas Historic Landmark
  3. Is designated as a Texas State Archeological Landmark
  4. Is designated as an American Civil Engineering Landmark
  5. Is listed on the National Register of Historic Places
- Owners of structures designated Demolition Delay who have filed an application for a Certificate of Appropriateness for demolition are subject to a delay in issuance of the permit of up to 180 days.

### **How will I know when the nomination will be heard?**

Upon receipt of a nomination, the Historic Preservation Officer or designee shall prepare a notice of nomination, which shall be mailed to the owner or owners of the property by certified mail, return receipt requested, at least ten (10) days prior to the Historical and Cultural Landmarks Commission hearing. The notice shall include the following:

1. Description of structure or site proposed for nomination
2. Proposed category of protection and criteria on which the nomination is based
3. Description of the benefits, restrictions, and other terms of the proposed designation, including without limitation tax incentives and restrictions on demolition and rehabilitation
4. Time, place, and date of the public hearing by the Historical and Cultural Landmarks Commission
5. Statement of the stay of actions
6. Form on which the owner may explain the reasons why the nomination should be approved or denied.

### **What is permitted and not permitted on my property after a nomination is filed?**

#### **Stay of Actions After Nomination:**

1. Interim Controls. The Commission finds that immediate temporary controls prohibiting alteration, demolition, or relocation of properties for which a notice of nomination as HSE, HC, or HC Landmark District has been mailed, and prohibiting demolition or relocation of structures for which a notice of nomination as DD has been mailed are required.
2. HSE/HC/HC Landmarks District. All permits for construction, repairs, alterations, additions, stabilization, restoration, rehabilitation, demolition, or relocation of any building, object or structure on the property shall be subject to the Certificate of Appropriateness requirements contained in Section 4.507 for a period of 135 days or until the proposed designation is denied whichever occurs first. If the proposed designation is approved, the property shall be subject to all Certificate of Appropriateness requirements applicable to such designation. Permits obtained for property before notices of nomination are mailed shall not be subject to interim controls or the Certificate of Appropriateness requirements.
3. Demolition Delay. After mailing notice of nomination, all permits for demolition or relocation of any building, object or structure on the property shall be subject to the Certificate of Appropriateness for a period of 135 days or until the proposed designation is denied, whichever occurs first. In the event that the proposed designation is approved, the property shall be subject to all Certificate of Appropriateness requirements applicable to Demolition Delay properties. Permits requested before the notice of nomination is mailed are not subject to the interim controls or the Certificate of Appropriateness requirements.

**How does the process work?**

**Step 1: Application guidelines**

Upon submission of the completed application, it will be placed on the next scheduled Landmarks Commission meeting as a public hearing action item. Incomplete applications will not be accepted or forwarded to the Landmarks Commission for action.

**Step 2: Historic and Cultural Landmarks Commission Hearing**

The hearing shall be heard within 45 days after the application is filed, or as soon thereafter as is reasonably practicable. The Historic and Cultural Landmarks Commission may delay the hearing for a reasonable time if the Commission finds that all parties who have an interest in the structure or property are not present or that additional information is needed by the Historic and Cultural Landmarks commission in order to evaluate such application. At the Historic and Cultural Landmarks Commission's public hearing, the owner or owners, interested parties, local preservation groups and technical experts may present testimony or documentary evidence which will become part of a record regarding the historic, cultural, architectural or archeological importance of the structures or property.

**Step 3: Zoning Commission**

Upon recommendation of the HCLC, the proposed designation shall be submitted to the Zoning Commission. The Zoning Commission shall give notice and conduct its public hearing on the proposed designation within 45 days of the receipt of such recommendation from the HCLC, or as soon thereafter as is reasonably practicable.

**Step 4: City Council Hearing**

The City Council shall give notice and conduct its hearing on the HCLC's recommendation concerning the proposed designation within 45 days of receipt of the recommendation of the Zoning Commission, or as soon thereafter as is reasonably practicable.

**Historic and Cultural Landmarks Commission meeting dates and application deadlines:**

<b><i>2017 HCLC Meeting Dates</i></b>	<b><i>Application Deadline</i></b>
January 9.....	December 19
February 13 .....	January 17
March 13.....	February 20
April 10.....	March 20
May 8.....	April 17
June 12 .....	May 15
July 10 .....	June 19
August 14 .....	July 17
September 11 .....	August 21
October 9.....	September 18
November 13 .....	October 16
December 11 .....	November 20



# HISTORIC NOMINATION / DESIGNATION APPLICATION

## HISTORIC & CULTURAL LANDMARKS COMMISSION

CITY OF FORT WORTH, TX 76102 200 TEXAS STREET (817) 392-8574 / Fax: (817) 392-8016

### HISTORIC PROPERTY

Historic or Common Name (if any): \_\_\_\_\_

Street & Number: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

### PROPERTY OWNER / AGENT

Owner's Name: \_\_\_\_\_

Street & Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Agent (if any): \_\_\_\_\_

Street & Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

### LEGAL DESCRIPTION OF PROPERTY

Property is not subdivided according to the County Deed Records

Vol. \_\_\_\_\_, Page \_\_\_\_\_

It is shown as Tract \_\_\_\_\_ of the \_\_\_\_\_ Survey, City Tax Records.

A metes and bounds description and a sketch map locating property so described are attached.

Property is subdivided as below described:

Subdivision name: \_\_\_\_\_

Block \_\_\_\_\_, Lot(s) \_\_\_\_\_; Block \_\_\_\_\_, Lot(s) \_\_\_\_\_;

Block \_\_\_\_\_, Lot(s) \_\_\_\_\_; Block \_\_\_\_\_, Lot(s) \_\_\_\_\_;

Total land area contained herein, not counting streets or alleys, is \_\_\_\_\_ acres/sq. ft.

Current zoning of this property: \_\_\_\_\_

Current use of this property:

Single Family Dwelling

Apartments

Duplex

Commercial

Industrial

Other: \_\_\_\_\_

### ARCHITECTURAL STYLE

Architectural Style: \_\_\_\_\_

Foundation: \_\_\_\_\_

Roof: \_\_\_\_\_

Windows: \_\_\_\_\_

Walls: \_\_\_\_\_

Porch: \_\_\_\_\_

Other: \_\_\_\_\_

Please attach photographs of the front, sides, and rear of the building, and photographs of any outbuildings.

## NOMINATION

For designation as Historic and Cultural Landmark, the property must meet 3 of 10 Criteria for Designation. For Demolition Delay, it must meet 2 out of the 10 Criteria.

For designation as Highly Significant endangered, the property must meet 5 of 10 Criteria for Designation and be deemed endangered. Endangered means threatened by deterioration, damage or irretrievable, irreplaceable loss due to neglect, disuse, disrepair, instability, lack of financial resources and/or impending demolition. If you seek Highly Significant designation, explain why you consider the building to be endangered on a separate sheet of paper.

I nominate the property for designation as:

Highly Significant Endangered       Historic and Cultural Landmark       Demolition Delay

## CRITERIA FOR DESIGNATION

- 1) Is distinctive in character, interest or value; strongly exemplifies the cultural, economic, social, ethnic or historical heritage of the City of Fort Worth, State of Texas or the United States
- 2) Is an important example of a particular architectural type or specimen in the City of Fort Worth
- 3) Has been identified as the work of an important architect or master builder whose individual work has contributed to the development of the City of Fort Worth
- 4) Embodies elements of architectural design, detail, materials or craftsmanship which represent a significant architectural innovation, including, but not limited to:
- 5) Bears an important and significant relationship to other distinctive structures, sites or areas, either as an important collection of properties of architectural style or craftsmanship with few intrusions, or by contributing to the overall character of the area according to a plan based on architectural, historic or cultural motif
- 6) Possesses significant archeological value, which has produced or is likely to produce data affecting theories of historic or prehistoric interest
- 7) Is the site of a significant historic event
- 8) Is identified with a person or persons who significantly contributed to the culture and development of the City of Fort Worth, State of Texas or the United States
- 9) Represents a resource, whether natural or man-made, which greatly contributes to the character or image of a defined neighborhood or community area
- 10) Is designated as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places

**On a separate paper, please discuss how the property meets each selected Criterion. Each Criterion must be addressed individually.**

## CHANGE IN STATUS

On a separate piece of paper, please discuss applicable changes to the structure for reclassification from HC/non-contributing to HC/contributing.

**ZONING CHANGE APPLICATION**

Please fill out and sign the attached application to the Zoning Commission. It will be filed by the Planning and Development Department upon approval of the nomination by the HCLC.

**ADDITIONAL DOCUMENTATION INCLUDED:**

- Maps
- Site Plan
- Photographs
- Other: \_\_\_\_\_

**ACKNOWLEDGMENTS**

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal at the Historic and Cultural Landmarks Commission, Zoning Commission and City Council hearings. I further certify that I have read and understand the following information concerning the procedure for consideration of my zoning request.

I understand that the application for historic zoning will first be submitted to the Historic and Cultural Landmarks Commission and that the case will not be submitted to the Zoning Commission for consideration unless the Historic and Cultural Landmarks Commission recommends approval of the designation.

I understand that if the Zoning Commission recommends approval of the designation, the recommendation will be submitted to the City Council for final determination. If the Zoning Commission recommends denial, I understand that I may appeal the recommendation of denial to the City Council by submitting a letter of appeal to the Executive Secretary of the Zoning Commission within 12 days after the Commission's action. I understand that if I do not submit a timely letter of appeal from the Zoning Commission's recommendation of denial, the City Council must deny my request.

I understand that if I am not present or represented at the public hearings, the Historic and Cultural Landmarks Commission and/or the Zoning Commission may dismiss the request, which constitutes a recommendation of denial. I further understand that if I am not present or represented at the City Council hearing, the City Council may deny the request.

I reserve the right to withdraw this proposal at any time prior to 14 days after the scheduled filing deadline for the Zoning Commission hearing, by filing a written request with the Executive Secretary of the Zoning Commission. I understand that such withdrawal shall immediately stop all proceedings thereon; provided, however, withdrawal filed at any time after 14 days following the Zoning Commission deadline shall constitute a denial by the Zoning Commission and the City Council.

I authorize the City of Fort Worth to install one or more signs on the property. The sign(s) will indicate that a zoning amendment is proposed and that further information can be acquired by telephoning the number indicated.

Owner / Agent \_\_\_\_\_ Date \_\_\_\_\_  
 City Official \_\_\_\_\_

STAFF WILL COMPLETE FROM HERE DOWN

**CERTIFICATION**

Date application submitted: \_\_\_\_\_

As the Historic Preservation Officer for the City of Fort Worth, I certify that the nomination for historic designation  meets/  does not meet the Criteria for Designation as set forth in Chapter 4, Article 5 of the Comprehensive Zoning Ordinance.

I recommend that this property be approved for designation as:

- Historic and Cultural Landmark
- Highly Significant Endangered
- Demolition Delay
- Designation not recommended

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Date

**RECOMMENDATIONS**

**Recommendation by Historic and Cultural Landmarks Commission:**

Date of Public Hearing: \_\_\_\_\_      \_\_\_ Approval      \_\_\_ Denial

Decision is as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Recommendation by Zoning Commission:**

Date of Public Hearing \_\_\_\_\_      \_\_\_ Approval      \_\_\_ Denial

**Decision by Fort Worth City Council:**

Date of Public Hearing \_\_\_\_\_      \_\_\_ Approval      \_\_\_ Denial





# LANDMARK NOMINATION FORM 'A'

Please read instructions before filling out this form. Please type or print all entries and complete all sections.

## 1. NAME OF PROPERTY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

historic name(s)

common or current name(s)

## 2. LOCATION and LEGAL DESCRIPTION

number street zip code Tax I.D. No.

lot number \_\_\_\_\_ block number \_\_\_\_\_ subdivision \_\_\_\_\_  
\_\_\_\_\_

Deed restrictions apply to this property(s) \_\_\_ Yes \_\_\_ No

## 3. PRESENT OWNER(S) OF PROPERTY

Type of ownership: \_\_\_\_\_ sole owner \_\_\_\_\_ partnership \_\_\_\_\_ corporation  
\_\_\_\_\_ trust \_\_\_\_\_ community property \_\_\_\_\_ public  
property

name(s) address city state zip code

## 4. CLASSIFICATION

Category: \_\_\_ structure \_\_\_ building(s) \_\_\_ site \_\_\_ object

Status: \_\_\_ occupied \_\_\_ unoccupied \_\_\_ work in progress

Present Designation: \_\_\_ National date \_\_\_ / \_\_\_ / \_\_\_  
\_\_\_ State (RTHL or SAL) date \_\_\_ / \_\_\_ / \_\_\_

Within historic district: \_\_\_ yes or \_\_\_ no or \_\_\_ unsure

**Building/Space Use:**

	original	present	proposed
basement			
ground floor			
upper floors			

**5. TAX ASSESSMENTS**

year	land	improvements	total

**6. PHYSICAL DESCRIPTION**

**Condition:** \_\_\_ excellent \_\_\_ good \_\_\_ fair \_\_\_ deteriorated \_\_\_ ruins

**Check one:** \_\_\_ unaltered \_\_\_ altered      date(s): \_\_\_ / \_\_\_ / \_\_\_

**Check one:** \_\_\_ original site \_\_\_ moved      date(s): \_\_\_ / \_\_\_ / \_\_\_

**Primary exterior building materials:**

roof \_\_\_\_\_

walls \_\_\_\_\_

**Description of the present and historic physical appearance:**

---



---



---



---



---

## 7. GEOGRAPHICAL DATA

Verbal boundary description:

---

---

Describe relationship to surroundings:

---

---

## 8. REPRESENTATION IN EXISTING HISTORIC SITES SURVEYS

Survey title: \_\_\_\_\_

Property recommended for designation: \_\_\_\_\_ yes or \_\_\_\_\_ no

*if yes:* \_\_\_\_\_ national \_\_\_\_\_ state \_\_\_\_\_ local

Date of Designation, if known \_\_\_\_\_

## 9. SIGNIFICANCE

General area(s): \_\_\_\_\_ historical \_\_\_\_\_ cultural \_\_\_\_\_ architectural \_\_\_\_\_ engineering  
\_\_\_\_\_ archeological \_\_\_\_\_ geographical

Specific area(s): \_\_\_\_\_ art \_\_\_\_\_ commerce \_\_\_\_\_ communications \_\_\_\_\_ economics  
\_\_\_\_\_ community planning / development \_\_\_\_\_ education \_\_\_\_\_ industry  
\_\_\_\_\_ exploration / settlement \_\_\_\_\_ education \_\_\_\_\_ invention \_\_\_\_\_ law  
\_\_\_\_\_ literature \_\_\_\_\_ military \_\_\_\_\_ music \_\_\_\_\_ medicine / health  
\_\_\_\_\_ politics / government \_\_\_\_\_ religion \_\_\_\_\_ science \_\_\_\_\_ theater  
\_\_\_\_\_ social / humanitarian \_\_\_\_\_ transportation \_\_\_\_\_ other (specify  
below)

Date built: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ architect / builder: \_\_\_\_\_



---

---

---

## 11. FORM PREPARED BY

name / title: \_\_\_\_\_

agency: \_\_\_\_\_

address \_\_\_\_\_

phone & fax no. \_\_\_\_\_

email address \_\_\_\_\_

## 12. APPLICANT

name / title: \_\_\_\_\_

agency: \_\_\_\_\_

address \_\_\_\_\_

phone & fax no. \_\_\_\_\_

email address \_\_\_\_\_

---

---

---

## FOR LANDMARK COMMISSION USE ONLY:

previous nomination for local designation (date): \_\_\_\_\_

reason not designated: \_\_\_ criteria not met \_\_\_ unacceptable physical condition

recommendation of Landmark Commission: \_\_\_ eligible for local designation

\_\_\_ ineligible on basis of information at this time

\_\_\_ eligible on condition of \_\_\_\_\_

\_\_\_\_\_

Council Action: designated as Wichita Falls Landmark \_\_\_\_\_

ordinance number \_\_\_\_\_

date \_\_\_\_\_



# LANDMARK/HISTORIC DISTRICT NOMINATION FORM CONTINUATION SHEET

---

Form Title: \_\_\_\_\_

Section Number: \_\_\_\_\_ Page: \_\_\_\_\_